

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Project Management Specialist (Strategic Information) NCA-254 position in the Health Office.

Basic Functions

The Strategic Information (SI) Technical Advisor will serve as the HIV/AIDS Subject Matter Expert (SME) for Monitoring and Evaluation (M&E) and other SI-related tasks pertaining to HIV/AIDS, and other health areas. S/he will be responsible for the collection and quality of: 1) the USAID/DR HIV and HIV-related program data 2) the portfolio of monitoring and evaluation plan for reporting to USG agencies, including the Office of the Global AIDS Coordinator (OGAC) and the United States Agency for International Development (USAID).

The incumbent is expected to be familiar with PEPFAR and USAID policies and have a strong understanding of PEPFAR guidance and directives, development principles and host country needs and priorities related to strategic information. The SI Technical Advisor will advise USAID/DR on all matters related to the measurement and evaluation of USAID's contributions toward achieving PEPFAR and national targets. The incumbent will also work as part of a larger PEPFAR SI team, along with other USG agencies implementing HIV activities in the DR, to improve the planning and coordination of all PEPFAR-funded SI activities.

Currently, the PEPFAR/DR program is implemented by community-level NGOs, national and international NGOs and five USG agencies. The SI Officer will provide technical guidance to increase the capacity of all USAID partners to report reliably, ensure all data reported to OGAC and USAID is of high quality, promote a working environment that supports the national goal of one monitoring and evaluation system for HIV/AIDS, actively apply the principles outlined in the USAID Evaluation Policy, and manage the monitoring and evaluation of the USAID health-sector activities. S/he will also strengthen the M&E functions of USAID-funded partners to better collect, manage, and use quality programmatic data to inform their activities and policies in GoDR's response to HIV/AIDS. The incumbent will report to the Health Team Leader.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through santodomingoresume@state.gov.

Qualifications Required:

NOTE: A candidate must meet the required qualifications listed below. Consideration and selection will be based on panel evaluations of the criteria below. Interviews and a writing exercise may be requested. Applicants are required to demonstrate in their resume or CV how prior experience and/or education and training address the listed required qualifications and evaluation criteria. Three references should be submitted. The selected candidate must be able to obtain both security and medical clearances. The security clearance involves a comprehensive investigation performed by the appropriate U.S. Government agency. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted.

1. **Education:** Bachelor's degree in sociology, social policy, anthropology, psychology, International relations, social work, statistics, economics, project management, medicine, nursing or a related field essential. Possession of an advanced degree (Masters Level or above) in the field of public health, epidemiology, demography, public policy, social or behavioral science or related field desirable.

2. **Prior Work Experience:** A minimum of five years of progressive and responsible experience in strategic planning, monitoring and evaluation, project design, program management is required. A minimum of three years of experience supporting social, economic or health development programs is required. Experience in supporting health programs, ideally related to HIV or health systems strengthening would be an asset. Experience working with community-based organizations is desirable. Experience working for U.S. Government agencies, international development organizations, or on PEPFAR-funded projects is desirable.
3. **Language Proficiency:** The incumbent must be fluent (level IV – reading, writing and speaking) in Spanish, and near fluent (level IV – reading, writing and speaking) in English, and have proven ability to communicate clearly and concisely. S/he must be able to prepare well-written briefing documents, presentations, program reports and correspondence in a professional manner, requiring only minor editorial changes.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

- 1- A covering letter in **English** explaining why you want the job and why you would be a good candidate, through outlining how you meet the requirements for the position.
- 2- Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), **and** a current resume or curriculum vitae **in English**, including the Dominican Cédula.
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources
Attention: Sofia Dominguez
e-mail: santodomingoresume@state.gov

POINT OF CONTACT

Sofia Dominguez
Telephone: 809-731-4288
Fax: 809-731-4372

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
May 22th, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.